UNITED
NATIONS

DP

Executive Board of
the United Nations
Development Programme
and of the United Nations
Population Fund

Distr.
LIMITED

DP/1999/L.3/Rev.1
6 May 1999

ORIGINAL: ENGLISH

Annual session 1999
14-23 June 1999, New York
Item 1 of the provisional agenda

ORGANIZATIONAL MATTERS

Provisional agenda, annotations, list of documents and work plan

Note by the Executive Board secretariat

99-13252 (E) 170599

PROVISIONAL AGENDA

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ANNOTATION AND LIST OF DOCUMENTS

ITEM 1. ORGANIZATIONAL MATTERS

The Executive Board will have before it the following documents:

Provisional agenda, annotations, list of documents and work plan — DP/1999/L.3

The Executive Board will adopt the agenda for the session and agree on the work plan. A tentative work plan is contained in the annex to the present note. In accordance with its past practice, should the Board complete consideration of an item before an indicated date or time, it may move immediately to the next item on its work schedule.

Report on the second regular session 1999 — DP/1999/13

The Executive Board will approve the report on its second regular session 1999.

Decisions adopted by the Executive Board at its second regular session 1999 — DP/1999/14

A compilation of decisions adopted by the Executive Board at its second regular session 1999 is made available in this document.

UNDP SEGMENT

ITEM 2. ANNUAL REPORT OF THE ADMINISTRATOR

The Executive Board will have before it the following documents:

Annual report of the Administrator for 1998 — DP/1999/15

The annual report of the Administrator for 1998 is presented in a shorter, more analytical version than in previous years. The separate programme records previously issued for each UNDP regional bureau have been discontinued. The report is transitional in nature. As of next year, the implementation of the results-oriented annual report will provide a comprehensive assessment of key results and a review of the resources used to achieve them.

The present report presents a summary of UNDP financial resources, main results achieved in 1998 and work done in building organizational capacity within limited means. The report also addresses the strengthening of existing partnerships and the development of new ones with the United Nations, Bretton Woods institutions and major donors.

The Executive Board will hold a dialogue on the report.

Report of the Joint Inspection Unit DP/1999/15/Add.1

The present report summarizes the general scope of the five JIU reports mentioned therein and highlights recommendations of particular relevance to UNDP; the comments made by UNDP on the final reports are recorded, with an indication of particular points for consideration by the Executive Board.

The Executive Board may wish to take note of the report.

Statistical annex DP/1999/15/Add.2

The statistical annex contains data in tabular form showing income and field programme expenditures for core resources and UNDP-associated funds and programmes.

The Executive Board may wish to take note of the document.

Review of the global cooperation framework DP/1999/CRP.7

The conference room paper contains a mid-term progress report on the global programme. It includes information on results achieved and gives a summary of an assessment carried out in early 1999.

The Executive Board may wish to comment on the progress report.

ITEM 3. UNITED NATIONS REFORM

The Executive Board will have before it the following document:

Follow-up to United Nations reform: Report by the Administrator DP/1999/16

The report highlights specific contributions of UNDP to the follow-up to the programme of reform of the Secretary-General (A/51/950) and the corresponding General Assembly resolutions 52/12A and 52/12B, as well as resolution 53/192.

The Executive Board may wish to comment on the report.

ITEM 4. EVALUATION

The Executive Board will have before it the following document:

Evaluation: Report of the Administrator DP/1999/17

The report focuses on the work of the Evaluation Office in three areas: (a) supporting UNDP in becoming a results-oriented organization; (b) strengthening substantive accountability; and (c) promoting organizational learning. It highlights the role of the Office in the integration of monitoring and evaluation concerns in the change processes under way in UNDP, the

application of results-based management in the organization, and the identification, dissemination and assimilation of lessons learned from strategic and thematic evaluations.

The Executive Board may wish to comment on the report on evaluation activities in 1998.

ITEM 5. COUNTRY COOPERATION FRAMEWORKS AND RELATED MATTERS

The Executive Board will have before it the following document:

Assistance to Myanmar: Note by the Administrator DP/1999/18

The Executive Board may wish to take note of the report and of the conclusions and recommendations of the review mission on the progress and challenges in the implementation of project activities of the Human Development Initiative, as requested in decision 98/14.

ITEM 6. INFORMATION AND COMMUNICATION STRATEGY

The Executive Board will have before it the following document:

UNDP corporate communications and advocacy strategy: Report of the Administrator DP/1999/19

This report presents a plan of action for UNDP public affairs and advocacy activities at country and headquarters levels, as requested in decision 98/5.

The Executive Board may wish to comment on the report.

ITEM 7. RESOURCE MOBILIZATION

The Executive Board will have before it the following document:

Interim report on the implications of the funding strategy for UNDP-associated funds and programmes: Report of the Administrator DP/1999/20

As requested by the Executive Board in decision 99/1, the interim report sets out the initial understanding of the funds and programmes associated with UNDP with regard to the alignment of their strategic management objectives and outcomes with clear linkage to the use of resources. The United Nations Capital Development Fund, the United Nations Development Fund for Women and the United Nations Volunteers Programme have also initiated the necessary steps to ensure that the multi-year funding framework requirements will be duly integrated in their future business plans and will be harmonized in terms of reporting on results achieved.

The Executive Board may wish to take note of the interim report.

ITEM 8. TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES

The Executive Board will have before it the following document:

Technical cooperation among developing countries: Report of the Administrator — DP/1999/21

The report traces the activities supported by the Special Unit for TCDC for the period 1997-1998.

The report of the High-Level Committee (1-4 June 1999) and the review of technical cooperation among developing countries will also be available for information under this item.

The Executive Board may wish to comment on the reports.

ITEM 9. UNITED NATIONS OFFICE FOR PROJECT SERVICES

The Executive Board will have before it the following documents:

Annual report of the Executive Director of the United Nations Office for Project Services — DP/1999/22

Statistical annex — DP/1999/22/Add.1

In his annual report, the Executive Director notes that UNOPS has exceeded its 1998 financial targets and has operated in accordance with the self-financing principle. The report also contains an account of actions taken with regard to the implementation of the 1998 UNOPS Business Plan. The statistical annex is contained in addendum 1 to the report.

The Executive Board may wish to take note of the report and addendum 1 and endorse the issuance by the Secretary-General of a broad delegation of authority in the area of personnel, in accordance with Executive Board decision 94/32, including the authority for UNOPS to issue letters of appointment.

The Executive Board will also have before it the following document:

UNOPS: Follow-up to recommendations of the report of the Board of Auditors — DP/1999/24

In this report, the Executive Director provides the Executive Board with information on follow-up to the recommendations of the Board of Auditors contained in its report (A/53/5/Add.10), as requested by decision 97/23.

The Executive Board may wish to take note of the report.

The Executive Board will also have before it the following documents:

Report of the Executive Director on the JIU report — DP/1999/25

United Nations Office for Project Services (UNOPS): Broader Engagement with United Nations System Organizations — JIU/1998/REP/98/5-A/53/788

The report of the Joint Inspection Unit entitled "United Nations Office for Project Services (UNOPS): Broader Engagement with United Nations System Organizations" (JIU/1998/REP/98/5-A/53/788) has been circulated to the members of the Board; an update on the follow-up to the report and the comments of the Executive Director on the JIU recommendations are contained in document DP/1999/25.

The Executive Board may wish to comment on the report of the Executive Director.

ITEM 14. FINANCIAL, BUDGETARY AND ADMINISTRATIVE MATTERS

The Executive Board will have before it the following documents:

UNDP financial risk management; review of the operational reserve	DP/1999/5/Rev.1
UNDP financial risk management; review of the operational reserve. Report of the Advisory Committee on Administrative and Budgetary Questions	DP/1999/26
Comments on the Report of the Advisory Committee on Administrative and Budgetary Questions ... (DP/1999/26)	DP/1999/CRP.9

The first report contains an analysis of the risk situation of the operational reserve and presents an assessment of the financial risks faced by UNDP. It presents a review of financial management concepts, including liquidity, working capital, and reserves for regular resources as well as for other resources. The Administrator requests the Executive Board, inter alia, to: (a) support his recommendation for the establishment of a reserve for Other Resources activities and the mechanism for its funding; and (b) approve the recommended formula for the calculation of the UNDP Operational Reserve. The second report contains the ACABQ comments. These reports were originally submitted to the Executive Board for consideration during its second regular session 1999. In its decision 99/7, the Board decided to resume consideration of the reports at its annual session 1999.

The conference room paper provides the Administrator's comments on the findings of the ACABQ report on document DP/1999/5/Rev.1 and proposes a modification of the formula for the calculation of the reserve for regular resources designed to meet the main concern of ACABQ regarding the level of the reserve while retaining the improvements inherent in the proposed new formula.

UNDP/UNFPA SEGMENT

ITEM 10. INTERNAL AUDIT AND OVERSIGHT

The Executive Board will have before it the following documents:

UNDP: Internal audit and oversight activities: Report of the Administrator — DP/1999/23

The report provides details on internal audit and oversight services provided by the UNDP Office of Audit and Performance Review for the year ended 31 December 1998.

The Executive Board may wish to comment on the report.

UNOPS: Internal oversight: Report of the Executive Director — DP/1999/22/Add.2

The report provides details on internal audit services provided by the UNDP Office of Audit and Performance Review on UNOPS operational activities for the year ended 31 December 1998.

The Executive Board may wish to comment on the report.

UNFPA: Internal audit and oversight: Report of the Executive Director — DP/FPA/1999/8

The above report provides the Executive Board with a summary of the internal audit and oversight activities of UNFPA in 1998.

The Executive Board may wish to adopt a decision, possible elements of which are contained in the document.

ITEM 15. FIELD VISITS

Field visit to Brazil — DP/1999/CRP.8

The Board may wish to take note of the mission report on the field visit to Brazil, undertaken from 20-28 February 1999 with the participation of representatives of 17 members of the Programme.

UNFPA SEGMENT

ITEM 11. REPORT OF THE EXECUTIVE DIRECTOR FOR 1998

The Executive Board will have before it the following documents:

Report of the Executive Director for 1998: Programme priorities — DP/FPA/1999/7 (Part I)

Report of the Executive Director for 1998: Statistical overview	DP/FPA/1999/7 (Part I)/Add.1
Report of the Executive Director for 1998: Programme effectiveness	DP/FPA/1999/7 (Part II)
Report of the Executive Director for 1998: Regional overview	DP/FPA/1999/7 (Part III)

The annual report of the Executive Director presents in summary form the activities undertaken by UNFPA in implementing the Fund's programme during 1998. The report also summarizes efforts made to strengthen programming in the Fund's three core programme areas. A brief overview of the work undertaken in each of the geographical regions in which UNFPA works is also provided. The statistical overview presents programme and financial highlights for 1998.

The Board may wish to hold a dialogue on the above reports.

ITEM 12. WORK PLAN AND REQUEST FOR PROGRAMME EXPENDITURE AUTHORITY

The Executive Board will have before it the following document:

Work plan for 2000-2003 and request for programme expenditure authority	DP/FPA/1999/9

This document examines the utilization of resources by UNFPA in 1998, sets out the work plan for 2000-2003, including information about projected resources and the proposed utilization of programmable resources, and presents the programme expenditure authority proposed for the Executive Director for 2000.

The Executive Board may wish to adopt a decision, possible elements of which are contained in document DP/FPA/1999/9.

The Executive Board will also have before it the following document:

Status of financial implementation of country programmes and projects approved by the Governing Council and the Executive Board	DP/FPA/1999/10

In accordance with Governing Council decision 84/21, this annual report provides the Executive Board with information on the financial implementation of UNFPA country programmes and projects approved by the Governing Council and the Executive Board.

The Executive Board may wish to take note of the report.

ITEM 13. INFORMATION AND COMMUNICATION STRATEGY

Status report on implementation of the UNFPA information and communication strategy — Oral report

An oral report will be presented to the Executive Board on progress in the implementation of Board decision 97/13 on the Fund's information and communication strategy.

The Executive Board may wish to take note of the oral report.

ITEM 16. OTHER MATTERS

Report on the World Trade Organization initiative for least developed countries — Oral report

The Executive Board will receive an oral progress report on activities of UNDP along with other co-sponsoring agencies of the initiative to implement the Integrated Framework for Technical Assistance for Trade and Trade-related Activities for the least developed countries.

The Executive Board may wish to take note of the oral report.

Joint United Nations Programme on HIV/AIDS — Oral report

As requested by the Executive Board, a representative of UNAIDS will present an oral report on the activities of UNAIDS in 1998 as they relate to UNDP and UNFPA.

The Executive Board may wish to take note of the oral report.

TENTATIVE WORK PLAN

EXECUTIVE BOARD OF UNDP/UNFPA

ANNUAL SESSION 1999

(14-23 JUNE 1999)

DAY/DATE	TIME	ITEM	SUBJECT
MONDAY 14 JUNE	A.M.	1	Organizational matters: Adoption of the agenda and agreement on the work plan and approval of the report on the second regular session 1999
		2	UNDP: Annual report of the Administrator
	P.M.	2	UNDP: Annual report of the Administrator (continued)
TUESDAY 15 JUNE	A.M.	3	UNDP: Follow-up to United Nations reform
	P.M.	4	UNDP: Evaluation
WEDNESDAY 16 JUNE	A.M.	5	UNDP: Country cooperation frameworks and related matters
		14	UNDP Financial, Budgetary and Administrative Matters: Financial risk management
	P.M.	6	UNDP: Information and communication strategy
THURSDAY 17 JUNE	A.M.	7	UNDP: Resource mobilization
		8	UNDP: Technical cooperation among developing countries
	P.M.	9	United Nations Office for Project Services
FRIDAY 18 JUNE	A.M.		UNDP/UNFPA JOINT SEGMENT
		10	Internal audit and oversight
		15	Field visit to Brazil
	P.M.		SPECIAL EVENT Private sector in Africa: Role of UNDP

DAY/DATE	TIME	ITEM	SUBJECT
MONDAY 21 JUNE			UNFPA SEGMENT
	A.M.	11	UNFPA: Report of the Executive Director for 1999
	P.M.	11	UNFPA: Report of the Executive Director for 1999 (continued)
TUESDAY 22 JUNE	A.M.	11	UNFPA: Report of the Executive Director for 1999 (continued)
	P.M.	12	UNFPA: Work plan and request for programme expenditure authorities
WEDNESDAY 23 JUNE	A.M.	13	UNFPA: Information and communication strategy
	P.M.	16	Other matters - Report on the World Trade Organization initiative for least developed countries - Joint United Nations programme on HIV/AIDS Pending decisions

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